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SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS

MODEL SUBCONTRACTING PLAN OUTLINE *

Identification Data

Contractor: S.C. Department of Health and Environmental Control

Address: 2600 Bull Street

Columbia, South Carolina 29201

Solicitation or Contract Number: NCI-CN-95165-38

Project Title: American Stop Smoking Intervention Study for Cancer Prevention

Total Amount of Contract (Including Options) \$ 5,462,762

Period of Contract Performance (MO. & YR.) September 1991 - September 1998

- * *Federal Acquisition Regulation (FAR), paragraph 19.708(b) prescribes the use of the clause at FAR 52.219-9 entitled "Small Business and Small Disadvantaged Business Subcontracting Plan." The following is a suggested model for use when formulating such subcontracting plan. While this model plan has been designed to be consistent with FAR 52.219-9, other formats of a subcontracting plan may be acceptable. However, failure to include the essential information as exemplified in this model may be cause for either a delay in acceptance or the rejection of a bid or offer where the clause is applicable. Further, the use of this model is not intended to waive other requirements that may be applicable under FAR 52.219-9. "SUBCONTRACT" as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.*

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1. Type of Plan (Check One)

- Individual plan (All elements developed specifically for this contract and applicable for the full term of this contract).
- Master plan (Goals developed for this contract; all other elements standard; must be renewed annually).
- Commercial products plan (Contractor sells large quantities of off-the-shelf commodities to many Government agencies. Plans/goals negotiated by a lead agency on a company-wide basis rather than for individual contracts. Plan effective only during year approved. Contractor must provide copy of lead agency approval).

2. Goals

State separate dollar and percentage goals for small business concerns and small disadvantaged business concerns as subcontractors as specified in FAR 19.704.

- A. Total estimated dollar value of all planned subcontracting, i.e., with all types of organizations under this contract, is \$_____.
- B. Total estimated dollar value and percentage of planned subcontracting with small business concerns: *
\$_____ and _____ %
- C. Total estimated dollar value and percentage of planned subcontracting with small disadvantaged business concerns:
\$_____ and _____ % *

(* Expressed as a percentage of "Δ")

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- D. Description of all the products and/or services to be subcontracted under this contract, and an indication of the types of organizations supplying them: (i.e., LARGE BUSINESS (LG), SMALL BUSINESS (SB), SMALL DISADVANTAGED BUSINESS (SDB))

<u>Subcontracted Product/Service</u>	(check all that apply)		
	<u>LG</u>	<u>SB</u>	<u>SDB</u>
<u>Office Supplies</u>	X	X	X
<u>Promotional Supplies</u>	X	X	X
<u>Travel</u>	X	X	
<u>Computer Equipment & Software</u>	X		
<u>Consultants</u>	X		X
<u>Intervention Costs</u>	X	X	X

(Attach additional sheets if necessary.)

- E. A description of the method used to develop the subcontracting goals for small and small disadvantaged business concerns (i.e., explain the method and state the quantitative basis (in dollars) used to establish the percentage goals, in addition, how the areas to be subcontracted to small and small disadvantaged business concerns were determined, and how the capabilities of small and small disadvantaged businesses were determined --include any source lists used in the determination process).

Reviewed S.C. Minority Business Directory and discussed criteria for determining Small Businesses with staff from Small Business Administration.

Reviewed Business Proposal for items eligible to be subcontracted and established the following goals:

Small Business Concerns:

Small Disadvantaged Business Concerns:

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- F. Indirect costs have been _____ have not been included in the dollar and percentage subcontracting goals stated above. (check one)
- G. If indirect costs have been included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small business and small disadvantaged business concerns.
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3. Program Administrator

Name, title, position within the corporate structure, and duties and responsibilities of the employee who will administer the contractor's subcontracting program.

Name: Jan Smoak

Title: Minority Business Enterprise Coordinator

Address: SC Department of Health and Environmental Control

2600 Bull Street, Columbia, SC 29201

Telephone: 734-5492

Duties: Has general overall responsibility for the contractor's subcontracting program, i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan. These duties include, but are not limited to, the following activities:

- A. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to small and small disadvantaged business concerns; and assure that small and small disadvantaged businesses are included on the

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